
Job Description

SUMMARY

Provide legal support to the County Attorney's office in the preparation of legal and non-legal documents necessary in filing and disposing of criminal cases and processing and collection of hot checks.

DUTIES AND RESPONSIBILITIES

- Regular attendance and timeliness at the worksite is required.
- Types documents necessary in filing criminal charges.
- Types documents and motions in preparation for trials and or pleas.
- Enters cases on computer.
- Filing
- Files documents with district and county clerk.
- Process hot checks.
- Receives and records payment of hot checks.
- Reconcile bank statements
- Responsible for making bank deposits
- Some general bookkeeping (PO's etc.)
- Answers telephone and process inquiries.
- Assist in other additional duties as assigned.
- Need to work well with the public and others

Please submit resumes to County Attorney's Office

Lorena Dela Torre
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